

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

**WARNING** – FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

**Note:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

**Note:** A shielded interface cable is required to ensure compliance with FCC regulations for Class B certification.

#### **FOR YOUR RECORDS....**

For your assistance in reporting this product in case of loss or theft, please record the model number and serial number (located on the bottom of the case) below. Please retain this information.

Model Number \_\_\_\_\_

Serial Number \_\_\_\_\_

Date of Purchase \_\_\_\_\_

Place of Purchase \_\_\_\_\_

## LIMITED WARRANTY

SHARP ELECTRONICS CORPORATION warrants to the first consumer purchaser that this Sharp brand product (the "Product"), when shipped in its original container, will be free from defective workmanship and materials and agrees that it will, at its option, either repair the defect or replace the defective Product or part thereof at no charge to the purchaser for parts or labor for the time period(s) set forth below.

This warranty does not apply to any appearance items of the Product nor to the additional excluded item(s) set forth below nor to any product the exterior of which has been damaged or defaced, which has been subjected to misuse, abnormal service or handling or which has been altered or modified in design or construction.

In order to enforce the rights under this limited warranty, the purchaser should follow the steps set forth below and provide proof of purchase to the servicer.

The limited warranty described herein is in addition to whatever implied warranties may be granted to purchasers by law. ALL IMPLIED WARRANTIES INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR USE ARE LIMITED TO THE PERIOD(S) FROM THE DATE OF PURCHASE SET FORTH BELOW. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

Neither the sales personnel of the seller nor any other person is authorized to make any warranties other than those described herein or to extend the duration of any warranties beyond the time period described herein on behalf of Sharp.

The warranties described herein shall be the sole and exclusive warranties granted by Sharp and shall be the sole and exclusive remedy available to the purchaser. Correction of defects, in the manner and for the period of time described herein, shall constitute complete fulfillment of all liabilities and responsibilities of Sharp to the purchaser with respect to the Product and shall constitute full satisfaction of all claims, whether based on contract, negligence, strict liability or otherwise. In no event shall Sharp be liable, or in any way responsible, for any damages or defects in

the Product which were caused by repairs or attempted repairs performed by anyone other than an authorized servicer. Nor shall Sharp be liable, or in any way responsible, for any incidental or consequential economic or property damage. Some states do not allow the exclusion of incidental or consequential damages, so the above exclusion may not apply to you.

THE WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS. YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

Your Product : Electronic Organizer

Warranty Period for this Product : One (1) year parts and labor from date of purchase.

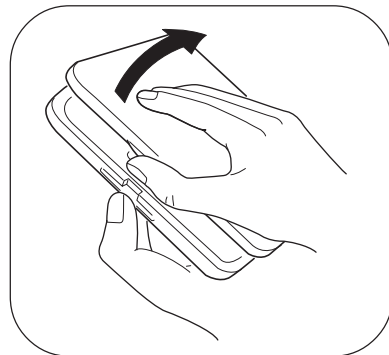
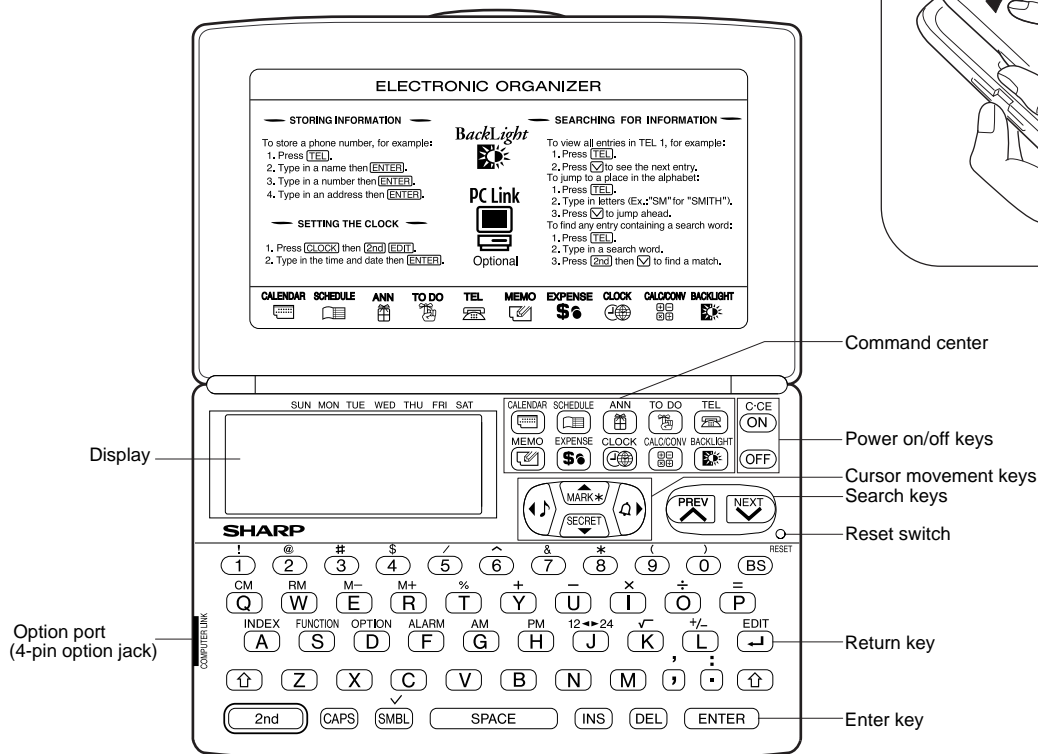
Additional items excluded from warranty coverage : Any consumable items such as paper, maintenance cartridge, ink cartridges supplied with the Product or to any equipment or any hardware, software, firmware, fluorescent lamp, power cords, covers, rubber parts, or peripherals other than the Product.

Where to obtain service : At a Sharp Authorized Servicer located in the United States. To find out the location of the nearest Sharp Authorized Servicer, call Sharp toll free at 800-BE-SHARP.

What to do to obtain service : Ship (prepaid) or carry in your Product to a Sharp Authorized Servicer. Be sure to have proof of purchase available. If you ship or mail the Product, be sure it is packaged carefully.

TO OBTAIN SUPPLY, ACCESSORY OR PRODUCT INFORMATION, CALL 1-800-BE-SHARP.

# PARTS NAMES



# INTRODUCTION

Congratulations on purchasing the YO-150/YO-170 Electronic Organizer. Please read this operation manual carefully to familiarize yourself with all the features of the Organizer and to ensure years of reliable operation. For quick reference, keep this operation manual on hand.

## NOTES:

- Unless otherwise specified, the text material applies to both models.
- Some of the accessories described in this manual may not be available at the time you purchase this product.  
Check with your local SHARP dealer concerning availability.
- The differences between YO-150/YO-170 are memory capacity.

## NOTICE

- SHARP strongly recommends that you keep separate permanent written records of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other case.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss or alteration of stored data, etc.
- The information provided in this manual is subject to change without prior notice.

**The functions such as Calendar and Schedule in this product can handle dates from January 1, 1901 to December 31, 2099.**

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# BEFORE USE

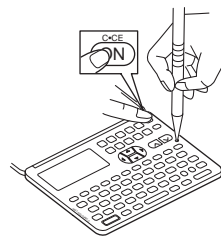
## Using the Organizer for the first time

Be sure to perform the following procedures before using the Organizer for the first time.

1. Open the Organizer.

2. Initialize the Organizer.

While holding **ON**, press the **RESET** switch. Release the **RESET** switch and then release **ON**. The following display will appear:



CLEAR ALL DATA

OK (Y/N) ?

**NOTE:** Under certain conditions the message may appear as "Data has been impaired! Press [Y] to CLEAR ALL memory". Proceed to the next step in either case.

3. Press **Y**.

The Organizer is initialized and the TEL1 directory is displayed.

## AUTO POWER OFF function

When none of the keys have been pressed for approximately 7 minutes, the Organizer automatically turns the power off to save the batteries. (The actual time may vary depending on the conditions of use.) Press **(ON)** to resume operation.

## Backlight

Pressing **(BACKLIGHT)** once illuminates the display and the Backlight will remain on for as long as you continue to use the Organizer, or when none of the keys have been pressed for fifteen seconds.

The Backlight may remain on for less than fifteen seconds if the battery level is very low.

The length of time to turn on the Backlight can be changed. (Refer to page 31.)

### NOTES:

Do not use the Backlight unnecessarily.

- Since the Backlight drains power from the operating batteries, excessive use of the Backlight will significantly reduce your battery life.
- Continuous use of the Backlight will, over time, lead to gradual loss of brightness.

If the Backlight is on for 10 minutes per day (for example 15 seconds 40 times a day), the brightness will be reduced by half after 10\* years (at an ambient temperature of 25°C/77°F and 65% humidity).

\* This figure may vary depending on the surrounding environment.

## Freeing up memory

When you turn the power on, the following message may be displayed, asking you to free up memory by deleting unnecessary space:

"DO YOU WANT TO FREE UP MEMORY? (Yes/No)"

Press **(Y)** to delete them. Freeing up memory requires maximum one minute.

Press **(N)** when you wish to start the operation soon.

For more information, refer to page 31, "Freeing up memory".

# GETTING STARTED

## Display symbols

	This symbol appears when the operating battery level is low.
Å ñ	The data appearing on the display is secret data accessible only by password.
S	The secret function is in effect.
♪	A "beep" will sound when a key is pressed.
🔔	The specified schedule alarm(s) will sound.
<b>CAPS</b>	Capital (uppercase) letters will be entered. To enter small (lowercase) letters, turn "CAPS" off by pressing <b>(CAPS)</b> .
<b>EDIT</b>	The entry on the display may be edited.
<b>2nd</b>	<b>(2nd)</b> has been pressed.
Å ¯ Å ^	There is more data which is not on the display. The data can be displayed by pressing <b>(▲)</b> or <b>(▼)</b> .

**NOTE:** The symbol "★" shown by setting the LCD contrast to DARK is not used in this product.

### The **(⇧)** keys













These keys are used to select capital or small letters or to access the symbols marked in white above keys. While holding down **(⇧)**, press the desired key to be entered.


## Turning the "beep" on and off

While "♪" is displayed, a "beep" will sound when a key is pressed. To turn the "beep" on and off, press **(2nd)** **(♪)**. The "beep" will not sound after "♪" goes off. To turn the "beep" back on, repeat the process.

## Key notations

This manual uses the following notations for key operations and functions:

Key	Notation	Note
CALENDAR 		Keys with only one function always appear in the manual with the function enclosed in a box.
	 or 	Keys with multiple functions appear in the manual with only the contextually appropriate function boxed; i.e.,  will sometimes appear as  and sometimes as  .
FUNCTION 	S or 	Alphabetical keys with multiple functions appear sometimes as unboxed letters and sometimes as the boxed function name.
 	7 N	Numerical keys and alphabetical keys are noted only with unboxed numbers and letters.













**NOTE:** The blue functions and symbols are operated by pressing  and the appropriate keys.

## BASIC ENTRY PROCEDURES




### Entering characters and numbers

To practice entering characters and numbers, select the MEMO mode.

#### Keys and their functions

-  : Moves the cursor to the right.
-  : Moves the cursor to the left.
-  : Moves the cursor up to the previous line.
-  : Moves the cursor down to the next line.
-  : Puts the Organizer into insert mode. Pressing this key again exits the insert mode.
-  : Deletes the character at the cursor.
-  : Deletes the character to the left of the cursor ("backspace").
-  : Moves the cursor to the beginning of the next line (new line).
-  : Clears the data being entered.
-  : Functions as a capslock key. ( functions in the same way.)
-  : Stores the data being displayed.

#### Entering graphic symbols and special characters

Press  to select the symbol entry mode. A total of 90 symbols can be selected. To select the symbol display containing the desired symbol/special character, press  or , then press the number corresponding to it.

Press  to exit the symbol entry mode.

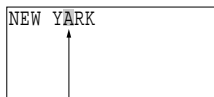
## Making corrections

Misspellings and incorrect entries can be corrected using the cursor keys, **(INS)**, and **(DEL)** as follows:

### Correcting misspellings

1. Press **(MEMO)**.
2. Enter "NEW YARK".
3. Press **(◀)** **(◀)** **(◀)**.
4. Enter "O".

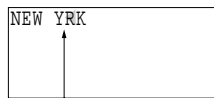
NEW YARK



### Inserting missing letters

1. Press **(C-CE)**.
2. Enter "NEW YRK".
3. Press **(◀)** **(◀)** **(INS)**.
4. Enter "O".

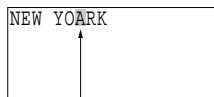
NEW YRK



### Deleting unwanted characters

1. Press **(C-CE)**.
2. Enter "NEW YOARK".
3. Press **(◀)** **(◀)** **(◀)**.
4. Press **(DEL)**.

NEW YOARK



### NOTES:

- Pressing **(INS)** sets the insert mode and changes the cursor to "◀". Press **(INS)** again to exit the insert mode.
- Pressing **(C-CE)** deletes the data currently being entered.

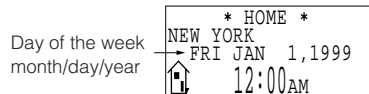
## USING THE HOME AND WORLD CLOCKS

### Displaying the HOME time

Press **(CLOCK)** to display the HOME time.

Day of the week  
month/day/year

\* HOME \*  
NEW YORK  
FRI JAN 1, 1999  
12:00AM



**NOTE:** The date format can be changed. Refer to page 31.

### Setting the HOME clock

#### Setting and changing the HOME city

Set your local city as the HOME city by selecting its zone number. Zone numbers are based on the distance of the zones from the international date line (zone number zero). For example, there is a 13-hour difference between the date line and London (London is 13 hours behind), so the zone number for London is 13. (Refer to page 36.)

1. Display the HOME clock.  
**(CLOCK)** **(CLOCK)**
2. Enter the edit mode.  
**(2nd)** **(EDIT)**
3. Display the desired city name from the cities stored in the Organizer.  
**(▼)** (or **(▲)**)
4. Set the HOME city.  
**(ENTER)**



## NOTES:

- Between step 2 and step 4, the Organizer stops the clock. Be sure to set the correct time after setting or changing the HOME or WORLD city.
- Some city names are abbreviated on the display as follows:  
HONG KONG ..... HONGKONG  
NEW DELHI ..... DELHI  
RIO DE JANEIRO ..... RIO  
LOS ANGELES ..... L.A.  
ANCHORAGE ..... ANC.
- For zone numbers 0, 14, and 15, the city name display is blank.

## Setting the clock

- Display the HOME clock.

(CLOCK) (CLOCK)

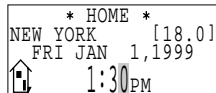
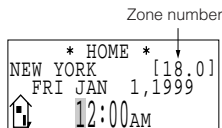
- Enter the edit mode.

(2nd) (EDIT)

- Select the time system.

The time can be displayed using either the conventional 12-hour AM/PM system or the 24-hour system. Pressing (12↔24) switches between them.

- Set the time. (The date in the example below is January 10, 1999, 1:30 PM.)  
01 30 (PM)



The hours and minutes must be entered using two digits each.

- Enter the date.

(▲) 01 10 1999

Enter the month and day using 2 digits and the year using 4 digits. For single digit months or days, enter "0" before the single digit.

- Press (ENTER) to start the clock from 0 seconds of the specified time.

(ENTER)

When the time is set on the 12-hour basis, noon and midnight changes are displayed as below:

11:59AM → 12:00PM (noon) → 12:59PM → 1:00PM

11:59PM → 12:00AM (midnight) → 12:59AM → 1:00AM

## Using the WORLD clock

The time in any place in the world can be checked by selecting its zone number. The default city for the WORLD time is London.

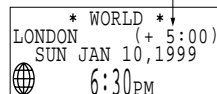
## Displaying the WORLD time

Display the WORLD clock.

The time differences from the HOME city

(CLOCK) (CLOCK)

(The initial WORLD city setting is London.)



## Changing the city for the WORLD time

- Display the WORLD clock.

(CLOCK) (CLOCK)

The current city setting appears on the display.

- Enter the edit mode.

(2nd) (EDIT)

- Follow the procedure for "Setting and changing the HOME city" (from step 3) on page 6 to select the city name you want.

## Changing the time

If you wish to change the current HOME time and date, follow the procedure under "Setting the clock" mentioned above. Skip step 4 if you do not want to change the time. Skip step 5 if you do not want to change the date.

## Registering a city name not found in the list

For example, if you wish to set the city for the WORLD time to Rome (which is in zone number 12, but is not included in the city list):

1. Display the WORLD clock and enter the edit mode.

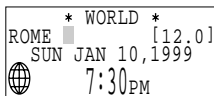
(CLOCK) (CLOCK) (2nd) (EDIT)

The cursor flashes on the city name line.

2. Use (V) and (A) to set the zone number to 12 (initially, the city is Paris.)

3. Enter the city name (up to 8 characters).

ROME (SPACE)



4. Press (ENTER) to store the name.

**NOTE:** To register a city name for the HOME clock, first display the HOME clock then (2nd) (EDIT) followed by (▲) (▲) to move the cursor to the city name line.

## Setting daylight saving time/summer time

If DST (daylight saving time/summer time) is used, the local time is advanced once hour during the summer. The HOME clock and the WORLD clock can be set for DST as follows:

### HOME clock:

#### To set

1. Display the HOME clock.

(CLOCK) (CLOCK)

2. Enter the edit mode.

(2nd) (EDIT)

3. Enter the correct DST time.

4. Press (2nd) (ENTER).

“☀” appears on the display and DST is set.

#### To clear

Perform the steps above except for step 3. To clear the DST, set time other than the DST in step 3.

“☀” disappears and DST is cleared.

**NOTE:** For HOME clock, the “☀” display is turned on or off whenever (2nd) (EDIT) then (2nd) (ENTER) are pressed, even if the time setting is not changed. After this operation, the clock starts from 0 seconds.

### WORLD clock:

#### To set

1. Display the WORLD clock.

(CLOCK) (CLOCK)

2. Enter the edit mode and change the setting.

(2nd) (EDIT) (2nd) (ENTER)

“☀” appears on the display and DST is set. Setting DST in the WORLD clock automatically sets the time one hour ahead.

#### To clear

Perform the same steps as those used to set the DST.

“☀” disappears and the time for all WORLD cities is one hour back.

#### NOTES:

- When DST is set for one WORLD city, it is used for all cities displayed in the WORLD clock.
- DST can be set independently in the HOME and WORLD clocks. For example, if DST is set for the HOME clock, it does not have to be set for the WORLD clock.

# USING THE CALENDAR FUNCTION

## Displaying and changing the monthly calendar

In the CALENDAR mode, the month can be changed by using  $\nabla$  and  $\triangle$ , or designating the year and month.

### Operations of $\nabla$ and $\triangle$ during the monthly calendar display

The Organizer has a five-line display. The monthly calendar is displayed occasionally in two separate displays. In this instance, symbol "↓" appears on the display and the last week will be displayed by pressing  $\nabla$  several time.

### Changing the month with $\nabla$ and $\triangle$

In the CALENDAR mode, the month can be changed by pressing  $\nabla$  (to display the upcoming months) and  $\triangle$  (to display past months) as follows:

1. Select the CALENDAR mode.

**CALENDAR**

"↓" indicates that the last week of the month is hidden below. To display the last week, press  $\nabla$  until the cursor scrolls into the next screen.

'99							1	2
1		3	4	5	6	7	8	9
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
↓	24	25	26	27	28	29	30	

If the display above does not appear, press **2nd** **CALENDAR**. (In this example, January 1999 is displayed.)

2. Display the calendar for the next month.

$\nabla$

3. Display the calendar for two months prior to the month presently on the display.

$\triangle$   $\triangle$

'98								2	3	4	5
12		6	7	8	9	10	11	12			
		13	14	15	16	17	18	19			
		20	21	22	23	24	25	26			
		27	28	29	30	31					

### NOTES:

- When  $\nabla$  or  $\triangle$  is pressed continuously, the calendar will scroll forward or backward.
- A " " is attached to the years 1901 to 1999 while no mark is attached to the years 2000 to 2099.

4. Press **2nd** **CALENDAR** to return the calendar to the current date.

### Recalling a month by designating the date

For example, to display the month of February 1999, perform the steps below:

1. Select the CALENDAR mode.

**2nd** **CALENDAR**

2. Enter the date entry mode.

**C-CE**

MM/DD/YYYY  
MONTH :01  
DAY :10  
YEAR :1999

To change the date, move the cursor with the cursor movement keys. To clear the displayed date, press **C-CE**.

3. Enter the date.

02 01 1999

MM/DD/YYYY  
MONTH :02  
DAY :01  
YEAR :1999

To enter a single-digit date or month, enter zero and the digit (that is "02" or "01").

4. Recall the calendar.



**ENTER**

The specified monthly calendar will be displayed.

# USING THE SCHEDULE FUNCTION

## Entering data in the SCHEDULE mode

The date of a schedule item can be selected:










1. By selecting the desired date in the CALENDAR mode.
2. By selecting the desired date in the SCHEDULE mode with  and .
3. By recalling the desired date directly in the SCHEDULE mode.

Once the date has been selected, actual entry of the schedule item is the same for all three methods.

**NOTE:** Multiple items may be scheduled on the same date. If other items have been previously scheduled for a given date, simply enter the new appointment over the old one. The Organizer's display will clear upon recognition of the new entry.

## Entering items from the CALENDAR mode

To enter an item from the CALENDAR mode, such as, "February 19, 1999 10:00AM - 2:00PM ABC Project meeting in room 23":

1. Select the CALENDAR mode.  
 
2. Change the calendar to February 1999.  

3. Move the cursor to the 19th of February, using the cursor movement keys.  
   
   


'99		1	2	3	4	5	6
2	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28						

4. Change to the SCHEDULE mode.



FRI FEB 19, 1999  
TIME ?

5. Enter the starting time.


10  ("00AM" will be entered automatically.)

6. Enter the finishing time.

2 

FRI FEB 19, 1999  
10:00AM~ 2:00PM  
DESCRIPTION ?

7. Enter the schedule detail.

Use the  (Return) key to change the line.

FRI FEB 19, 1999  
10:00AM~ 2:00PM  
ABC Project  
meeting in room 23

8. Store the scheduled meeting in the memory.






9. Now check to see if the data was registered in the memory.



'99		1	2	3	4	5	6
2	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28						

Notice the tag (■) next to "February 19". It indicates a scheduled item for that date. Items beginning in the morning result in a tag at the upper right of the date, while those beginning in the afternoon result in a tag appearing at the lower right of the date.)

If an anniversary has been set, the tag will appear in the center.





-  Schedule item beginning in the morning
-  Anniversary item
-  Schedule item beginning after the noon

## Entering items from the SCHEDULE mode

There are two methods of selecting the date depending on which is more convenient.

## Selecting the date with and

This method is convenient for entering data into a nearby date. For example, to enter an item such as, "February 17, 3:00PM - 5:00PM Sales meeting":

1. Press **SCHEDULE**.
2. Recall "February 17".  
 or   
Press  or  until "February 17" is recalled.
3. Enter the starting and finishing times, and detail.
4. Store the scheduled meeting in the memory.  
**ENTER**

WED FEB 17,1999  
TIME ?


WED FEB 17,1999  
3:00PM~ 5:00PM  
Sales meeting\_

## Scheduling with **C-CE** and the numerical keys

This method is convenient for entering data into a date that is not close to the displayed date. For example, to schedule, "February 24, 1999 1:30PM Dr. Wilson visit at Guest room":

1. Enter the date entry mode.  
**SCHEDULE** **C-CE** **C-CE**
2. Enter the scheduled date. (February 24, 1999)  
02 24 1999 **ENTER**
3. Enter the starting and finishing times, and detail.

WED FEB 24,1999  
1:30PM~  
Dr. Wilson visit  
at Guest room\_

**NOTE:** If you don't know what time a scheduled item, such as a meeting, will finish, press either  or **ENTER** following the starting time, then enter the schedule item.



4. Store the scheduled meeting in the memory.  
**ENTER**

## Scheduling items without times

After selecting the schedule date as outlined above, schedule items can be entered directly without a specified time, except in instances when the date begins with a number. Simply begin by entering the letters in the item.

## Recalling scheduled data

Scheduled items can be displayed by:

1. Recalling today's agenda.
2. Recalling scheduled items from the CALENDAR mode.
3. Recalling scheduled items from the SCHEDULE mode with  and .
4. Recalling only scheduled dates (skip empty dates).
5. Recalling scheduled items from SCHEDULE mode by entering the date numerically.
6. Recalling scheduled items using the first letter(s) of the item.
7. Recalling scheduled items with a keyword search.
8. Recalling scheduled items using the index display.

## Recalling today's agenda

Press **2nd** **SCHEDULE**.

If nothing has been entered for the day, only the date will be displayed.

## Recalling scheduled items from the CALENDAR mode

For example, to recall the schedule for February 19, 1999:

1. Select the CALENDAR mode.

**2nd** **CALENDAR**  


'99	1	2	3	4	5	6
2	7	8	9	10	11	12 13
	14	15	16	17	18	19 20
	21	22	23	24	25	26 27
	28					

2. Select the 19th with the cursor movement keys.

'99	1	2	3	4	5	6
2	7	8	9	10	11	12 13
	14	15	16	17	18	19 20
	21	22	23	24	25	26 27
	28					

You may also recall February 19 in the CALENDAR mode by pressing **C-CE**, entering the date, and pressing **ENTER**.

3. Recall the schedule display.  
**SCHEDULE**

### Recalling scheduled items from the SCHEDULE mode with

**▼ and ▲**

For example, to recall the schedule for January 10, 1999 (today):

1. Select the SCHEDULE mode to display today's schedule.  
**2nd SCHEDULE**
2. Recall the schedule for the next day.  
**▼**

The agenda for the next day will be displayed. If there are several items on the same day, use **▼** to recall them in chronological order.

### Recalling only scheduled dates (skip empty dates)

1. Search for all days containing scheduled items.  
**SCHEDULE**  
**2nd ▼**
2. Press **2nd ▼** to recall the next scheduled items.

#### NOTES:

- After the last scheduled item has been found, "NOT FOUND!" is displayed, then the previous display reappears. Pressing **2nd ▲** references scheduled items in reverse.
- Pressing **SCHEDULE C-CE C-CE** and **2nd ▼** displays the oldest past scheduled item. If you press **2nd ▲**, the most distant future scheduled item is displayed.

### Recalling scheduled items from SCHEDULE mode by entering the date numerically

This method is handy for recalling scheduled items which are far away. For example, to recall the schedule for February 17, 1999:

1. Enter the date entry mode.  
**SCHEDULE C-CE C-CE**
2. Enter the date.  
02 17 1999
3. Recall the agenda for that date.  
**ENTER**

### Recalling scheduled items using the first letter(s) of the item

For example, to recall the "Dr."-related items scheduled after January 10, 1999 (today):

1. Select the SCHEDULE mode to display today's schedule.  
**2nd SCHEDULE**
2. Enter the first letter(s) and begin the search.  
DR.  
**▼**

#### NOTES:

- This search is not case sensitive.
- When **▼** is pressed, a forward search from the displayed date will begin for scheduled items beginning with the word "Dr."
- If **▲** is pressed, a reverse search will take place for items scheduled before the date presently appearing on the display.

### Recalling scheduled items with a keyword search

To search for scheduled items containing the word "meeting" after January 1, 1999, for example:

1. Recall the schedule for January 1, 1999.  
**SCHEDULE C-CE C-CE 01 01 1999 ENTER**
2. Enter the keyword for the search and begin the search.  
MEETING **2nd ▼**

The first scheduled item containing the word "meeting" after January 1, 1999 will appear on the display.

## NOTES:

- The keyword search is not case sensitive.
- To search for additional items containing the word "meeting", press **2nd** **▽**. When no more items containing the word "meeting" are scheduled, "NOT FOUND!" will appear on the display.
- To browse back through the list of entries containing the keyword, press **2nd** **△**.

## Recalling scheduled items using the index display

An index of your scheduled entries is available, sorted in chronological order.

1. Select the SCHEDULE mode and display the index.

**2nd** **SCHEDULE** **2nd** **INDEX**

(Up to five entries are displayed at a time.)

▶ 2/17 Sales meetin  
2/19 ABC Project  
2/24 Dr. Wilson v  
2/25 New products

The first 12 characters of the first line of each entry are displayed.

2. Select the entry you want to check.

**▽** **▽**

(To move the pointer "▶" up, press **▲**.)

To step to the next or previous page of five entries, press **▽** or **△**.)

2/17 Sales meetin  
2/19 ABC Project  
▶ 2/24 Dr. Wilson v  
2/25 New products

3. Display the details.

**ENTER**

**NOTE:** The entry being displayed when **2nd** **INDEX** is pressed will appear at the top of the list. If you are at the initial entry display, the first entry for the day will be at the top of the list. If no entry exists on that day, the next or the last entry will be at the top.

You can also display an index of entries for a desired date.

1. Select the SCHEDULE mode and enter the date you want to check.

**SCHEDULE** **C-CE** **C-CE** 02 24 1999

2. Display the index.

**2nd** **INDEX**

▶ 2/24 Dr. Wilson v  
2/25 New products

Items scheduled for the specified and any subsequent dates will be displayed. If there is no scheduled item on the specified or subsequent dates, the last item will be displayed. If you did not enter the date in step 1 above, the index display will start at the earliest scheduled item.

## Editing scheduled data

Press **2nd** **EDIT** to enter the edit mode, then use **▶**, **◀**, **▽**, **▲**, **INS**, **DEL** or **BS** to edit the data. For example, to change "Guest room" within a scheduled item on February 24, to "Meeting room":

1. Recall the schedule data to be changed.

**SCHEDULE** **C-CE** **C-CE** 02 24 1999 **ENTER**

2. Enter the edit mode.

**2nd** **EDIT**

WED FEB 24,1999  
1:30PM~  
Dr. Wilson visit  
EDIT at Guest room

3. Move the cursor to the section to be edited and correct it.

WED FEB 24,1999  
1:30PM~  
Dr. Wilson visit  
EDIT at Meeting room

4. Store the edited data.

**ENTER**

## Copying scheduled data

The copy function operates similarly to the edit mode, instead of pressing **ENTER** to store the data, **2nd** **ENTER** are pressed. For example, if the "ABC Project meeting in room 23" scheduled on February 19 is also to be held at the same time on March 5, you may copy it onto the new date as follows:

1. Recall the items scheduled for February 19 and enter the edit mode.

(SCHEDULE) (C-CE) (C-CE) 02 19 1999 (ENTER) (2nd) (EDIT)

2. Change the date.

(▲) 03 05

```

M/D/Y=03/05/1999
10:00AM~ 2:00PM
ABC Project
EDIT meeting in room 23
  
```

(You can also change the entire date by pressing (▲) (C-CE) at this point and re-entering the entire date.)

3. Copy the data.

(2nd) (ENTER)

```

FRI MAR 5,1999
10:00AM~ 2:00PM
ABC Project
meeting in room 23
  
```

## Deleting scheduled data

Scheduled data can be erased by:

1. Deleting one agenda item at a time.
2. Deleting the agenda for an entire month.
3. Deleting all of the data in the schedule memory.

### Deleting one agenda item at a time

For example, to delete the "ABC Project meeting in room 23" scheduled for March 5:

1. Recall the schedule for that day.

(SCHEDULE) (C-CE) (C-CE) 03 05 1999 (ENTER)

2. Delete the schedule.

(DEL)

```

FRI MAR 5,1999
10:00AM~ 2:00PM
ABC Project
meeting in room 23
DELETED ? Y/N
  
```

3. Press (Y). (To retain the data, press (N).)

After deletion, the next agenda item for that day of that date alone will be displayed.

**NOTE:** You can also delete individual entries from the index display. Move the pointer "►" to select the entry you want to delete and press (DEL) and (Y).

### Deleting the agenda for an entire month

For example, to delete the agenda for February 1999:

1. Select the CALENDAR mode and display the calendar for the month you would like to delete.

(CALENDAR) (C-CE) (C-CE) 02 01 1999 (ENTER)

2. Delete the agenda for an entire month.

(DEL)

```

'99  1  2  3  4  5  6
2    7  8  9 10 11 12 13
    14 15 16 17 18 19 20
    21 22 23 24 25 26 27
      DELETED ? Y/N
  
```

Flashing →

3. Press (Y). (To retain the data, press (N).)

### Deleting all of the data in the schedule memory

Refer to "Deleting all of the data in each function" on page 30.

## Using the schedule alarm

The Organizer schedule alarm sounds when the time for a scheduled appointment or other item on the agenda arrives. To stop the alarm after it starts beeping, simply press (C-CE). If (C-CE) is not pressed, the alarm will stop automatically after approximately 20 seconds.

### Setting the alarm to ring

The schedule alarm can be set for a scheduled appointment.

- 1) Select an agenda item and mark it for the alarm with "🔔".
- 2) Activate the alarm for that item with "Q".

Once an agenda item has been selected for an alarm and the alarm has been turned on, the alarm will sound automatically and the relevant item will be displayed even if the Organizer has been turned off. The alarm can also be set to sound for secret items without displaying the item.



## Setting the schedule alarm

First display the schedule item for which you wish to set the alarm and press **(2nd) (ALARM)**. "🔔" appears to the left of the starting time for the scheduled item on the display, to indicate that the alarm has been set for that item. You can also set the alarm while you schedule an item on the agenda by pressing **(2nd) (ALARM)**.

However, when you press **(2nd) (ALARM)** while "🔔" is displayed, the alarm will be canceled and "🔔" will disappear from the display.

For example, to set an alarm for a meeting scheduled on December 17 ("December 17, 1999, 10:00AM - 11:00AM Meeting") while entering the schedule item:

1. Enter the date, time, and schedule detail.

2. Set the alarm.

**(2nd) (ALARM)**

FRI DEC 17,1999  
🔔10:00AM~11:00AM  
Meeting

3. Store the item.

**(ENTER)**

FRI DEC 17,1999  
🔔10:00AM~11:00AM  
☞ Meeting

The alarm will sound at the starting time of the meeting.

## NOTES:

- "☞" appears or disappears each time **(2nd) (☞)** are pressed.
- If the alarm time you attempt to enter has already passed, the message "ALARM TIME ELAPSED!" appears briefly. Enter the correct alarm time.
- After the alarm sound, "🔔" will disappear and the scheduled item will remain in memory without "🔔".
- If "☞" is turned off and the set alarm time has passed, "🔔" will remain in front of the scheduled item.
- The schedule alarm may not sound when the time for a schedule appointment or other item on the agenda arrives while you are transferring data or freeing up memory.

# USING THE ANNIVERSARY FUNCTION

Anniversaries can be stored in the Organizers by specifying the month and date (such as wedding anniversaries and birthdays), or month, week, and day of the week (such as Mother's Day (second Sunday in May)). Once a date is designated as an anniversary, the date will be an anniversary for every year from 1901 to 2099.

## Entering anniversaries

For example, to enter "Nancy's birthday" on February 12:

1. Select the ANNIVERSARY mode.

**(ANN) (1)** (MONTH/DAY)

M/D=\_ /  
M=MONTH D=DAY

2. Enter the date and label.

02 12 **(ENTER)**

FEB 12  
-ANN-  
Nancy's birthday

3. Enter the description.

To enter an anniversary specifying the month, week, and day of the week:

1. Press **(ANN) (2)** (MONTH/WEEK) to select ANN2.

2. Enter the month, week, and day of the week.

05 2 0

3. Press **(ENTER)**.

4. Enter the description, then press **(ENTER)**.

MAY WEEK:2 SUN  
M/W/D=05/2/0  
M=MONTH W=WEEK  
D=DAY 0:S 1:M 2:T  
3:W 4:T 5:F 6:S

Anniversaries are also automatically marked with the tag (🔔) in the center of the monthly calendar. (Refer to page 10.)

**NOTE:** To recall, edit, or delete anniversaries entered in ANN2 (with month, week, and day of the week specified), select (2) instead of (1) in the procedures below.

## Recalling anniversaries

In the ANNIVERSARY mode, anniversaries can be recalled with the sequential search or in the index display.

### Sequential search

1. Select the ANNIVERSARY mode.

(ANN) (1) ((2))

2. Recall the anniversary.

(V)

Each time (V) or (A) is pressed, the next entry will be recalled in calendar sequence (forward or backward).

### Index display

Select the ANNIVERSARY mode and display the index.

(ANN) (1) ((2))  
(2nd) (INDEX)

► 2/12 Nancy's birt  
4/ 7 Founding of  
7/ 1 Wedding anni  
10/10 Mr. Brown's

Up to five entries are displayed at a time.

The first 12 characters of the first line of each entry are displayed.

Press (V) or (A) to move the pointer "►" down or up to select an entry, or (V) or (A) to step to the next or previous page of five entries. Press (ENTER) to display details of the entry.

**NOTE:** The entry being displayed when (2nd) (INDEX) is pressed will appear at the top of the list.

## Editing anniversaries

To edit an anniversary entry, for example, such as changing "Nancy's birthday" to "Cathy's birthday":

1. Recall the entry to be changed.

(ANN) (1) ((2))

(Press (V) or (A) repeatedly until "Nancy's birthday" appears.)

2. Enter the edit mode.

(2nd) (EDIT)

FEB 12  
-ANN-  
Nancy's birthday  
EDIT

3. Move the cursor to the letter you wish to change and change it.

FEB 12  
-ANN-  
Cathy's birthday

4. Press (ENTER)

To change the date, week, or day of the week, first enter the edit mode, then press (A) until it flashes. Enter the new date, week, or day of the week, then press (ENTER). To cancel any changes, press (C-CE) twice before pressing (ENTER).

**NOTE:** If (2nd) (ENTER) are pressed instead of (ENTER) after making changes, data can be copied. (Refer to "Copying scheduled data" on page 13.)

## Deleting anniversaries

### Deleting one entry

To delete the "Cathy's birthday" entry, for example:

1. Recall the entry to be deleted.

(ANN) (1) ((2))

(Press (V) repeatedly until the entry is displayed.)

2. Delete the entry.

**DEL**

FEB 12 -ANN- Cathy's birthday  DELETE ? Y/N
---

3. Press **Y**. (To retain the entry, press **N**.)

**NOTE:** You can also delete individual entries from the index display. Move the pointer "►" to select the entry you want to delete and press **DEL** and **Y**.

### Deleting all entries

Refer to "Deleting all of the data in each function" on page 30.

## USING THE TELEPHONE DIRECTORY

The telephone directory can store names, telephone numbers, addresses, and so on. The Organizer's telephone directory consists of TEL1, TEL2, and TEL3 for keeping business, private, and other listings separately.

### Designating the filenames

Filenames for the directories can be input in the miscellaneous function mode.

1. Recall the miscellaneous function menu.

**2nd** **FUNCTION** 4

< TEL FILE NAME >	
1:[	TEL 1 ]
2:[	TEL 2 ]
3:[	TEL 3 ]

2. Store the directory filenames.

(Press **ENTER** to determine the filename.)

< TEL FILE NAME >	
1:[	Business ]
2:[	Private ]
3:[	TEL 3 ]

### NOTES:

- Use up to 10 letters for designating a filename.
- Not to assign a filename to a directory, skip this step by pressing **ENTER**.
- To discontinue the entry of a directory filename, press **C-CE** twice.

### Entering entries

The directories are cycled through each time **TEL** is pressed:

TEL1 → TEL2 → TEL3 → TEL1 → ...

## Entering telephone entries into the TEL1 directory

To enter the following sample entry into the TEL1 directory, follow steps 1 to 4 below:

Edwards Bob                      201-555-5600                      FAX 555-1869  
President, ABC Co.

1. Select the TEL mode.

**TEL**

Press **TEL** repeatedly until the TEL1 directory name appears.

2. Enter the name of the first party, then press **ENTER**.

\*Business \*  
NAME ?

3. Enter the party's telephone number and fax number.

(To enter hyphen "-", press **SMBL** to display the list and then press **1**, or press **2nd** **-** (**U** key)).

Edwards Bob  
NUMBER ?

4. Enter the person's position and company name, etc.

5. Press **ENTER**.

Edwards Bob  
201-555-5600  
FAX 555-1869  
President,ABC Co.

2. Recall the first entry.



(When is pressed, a search of the entries begins in alphabetical order.)

3. Recall subsequent entries.



**NOTE:** Pressing recalls the entries in reverse order.

## Recalling an entry with a direct search

To recall an entry which starts with "E" in the TEL1 directory, for example:

1. First select the TEL mode (TEL1 directory).

2. Press **C-CE** **E** .

Edwards Bob  
201-555-5600  
FAX 555-1869  
President,ABC Co.

Subsequent entries will be recalled in sequential order. If there is no matching entry which starts with the character you entered, the subsequent entry found is displayed. This search is not case sensitive.

## Recalling an entry with a keyword search

To recall an entry containing the word "ABC Co." in the TEL1 directory, for example:

1. Select the TEL mode (TEL1 directory).

2. Press **C-CE** **ABC** **SPACE** **CO.** **2nd** .

Pressing **2nd** displays successive entries containing the word "ABC Co.". This search is not case sensitive.

## Recalling an entry with index search

Entries of a directory can be displayed alphabetically in an index. For example, to display the index of the TEL1 directory entries:

## Recalling entries

Telephone entries can be recalled using the following four methods:

1. Sequential search, which retrieves the entries in alphabetical order
2. Direct search using the first letter(s) of the party's name
3. Keyword search, for any word contained in the entry
4. Index display

## Recalling an entry with a sequential search

1. Select the directory.

**TEL**

(Press **TEL** repeatedly until the desired directory name appears.)

# 1. Press **TEL** **2nd** **INDEX**.

Up to five names can be displayed at a time.

▶Davis Mike  
Edwards Bob

The first 18 characters of the first line of each entry are displayed.

To display the first entry beginning with a particular character, press the desired character key. If there is no entry for that character, the first subsequent entry will be displayed.

For example, if **S** or **P** is pressed at the left display below:

▶Hamilton Olivia  
Louis Greg  
MacDonald Edith  
Scott Teresa  
Smith Robert

→

▶Scott Teresa  
Smith Robert  
Weiner Mike

Pressing **▽** and **△** scrolls the page forward and backward. To see the whole entry, move the pointer "▶" using **▲** and **▼** to select the desired entry, and press **ENTER**.

## NOTES:

- This search is not case sensitive.
- The characters are sorted in the following order:

```
# Space ! " # $ % & ' ( ) * + , - . / 0 1 2 3 4 5 6 7 8 9 :
; < = > ? @ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [ \ ] ^ _
` { | } ~ ¢ £ ¤ ¥ ¦ § ¨ © ª « ¬ ® ¯ ° ± ² ³ ´ µ ¶ · ¸ ¹ º » ¼ ½ ¾
+ , . / 0 1 2 3 4 5 6 7 8 9 : ; < = > ? @ A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [ \ ] ^ _ ` { | } ~ ¢ £ ¤ ¥ ¦ § ¨ © ª « ¬ ® ¯ ° ± ² ³ ´ µ ¶ · ¸ ¹ º » ¼ ½ ¾
```

## Editing entries

To edit an entry, recall it, then press **2nd** **EDIT** to enter the edit mode. Use **DEL** or **BS** to delete characters. With the cursor "■" you may type over the characters. Press **INS** to change the cursor to "◀" and you may insert new characters. After making changes, press **ENTER** to store the new entry.

To cancel any changes, press **C-CE** twice before pressing **ENTER**.

**NOTE:** If **2nd** **ENTER** are pressed instead of **ENTER** after making changes, data can be copied. (Refer to "Copying scheduled data" on page 13.)

## Deleting entries

Either a single entry or an entire directory can be deleted.

### Deleting a single entry

1. Select the directory containing the entry to be deleted.  
**TEL** (Repeatedly)
2. Recall the entry to be deleted.  
Use any of the methods (1 to 3) mentioned above (page 18).
3. Delete the entry.  
**DEL**
4. Press **Y**. (To retain the data, press **N**.)

**NOTE:** You can also delete individual entries from the index display. Display the index of the desired directory with **2nd** **INDEX**, select the entry you want to delete with the pointer "▶" and press **DEL** and **Y**.

### Deleting entire directories (TEL1, TEL2, or TEL3)

Refer to "Deleting all of the data in each function" on page 30.

# USING THE MEMO FUNCTION

The Organizer's memo function conveniently stores notes or other bits of information not appropriate for the schedule or other directories.

## Entering memos

For example, to enter "X'mas presents list, Sweater for Jill, Ring for Mother":

1. Select the MEMO mode.

**MEMO**

2. Store the data.

X'mas presents list  
Sweater for Jill  
Ring for Mother

Always press **ENTER** to store the memo.

## Recalling memos

Memos can be recalled using:

1. Sequential search in the order of entry
2. Direct search for the first letter(s) of the entry
3. Keyword search for a specified letter(s)
4. Index display

### Recalling memos with a sequential search

1. Select the MEMO mode and recall the entry.

**MEMO** **▼**

2. Press **▼** to display the next memo. (Press **▲** to search memos in the reverse direction.)

**NOTE:** When **▼** is pressed after the last entry is displayed, "NOT FOUND" is displayed.

### Recalling memos with a direct search

For example, to search for a memo beginning with the letter "A":

1. Select the MEMO mode, then search for a memo starting with the letter "A".

**MEMO** A **▼**

When the first some letters of the memo are matched with those you entered, the matched memo is displayed.

**NOTE:** Pressing **▼** or **▲** after the matched data is displayed searches in the same direction as in the sequential search.

This search is not case sensitive.

### Recalling memos with a keyword search

For example, to search memos containing the word "Jill":

1. Enter the keyword in the MEMO mode.

**MEMO** JILL **2nd** **▼**

2. To search subsequent memos containing the keyword, press:

**2nd** **▼**.

This search is not case sensitive.

### Recalling memos using the index display

To view an index of memos, press **2nd** **INDEX** in the MEMO mode.

►Price list  
Sales figure  
Time table-1  
Time table-2  
How to use new PC

The first lines of up to five memos are displayed. Press **▼** or **▲** to move the pointer "►" down or up to select the memo, and press **ENTER** to view it. Press **▼** and **▲** to step through your list of memos a page at a time.

**NOTE:** The memo being displayed when **(2nd) (INDEX)** is pressed will appear at the top of the list. Otherwise, the first memo will be displayed at the top.

## Editing memos

Memo editing capabilities are similar to those in the SCHEDULE mode. To edit a memo, recall it, then press **(2nd) (EDIT)** to enter the edit mode. Use **(DEL)** or **(BS)** to delete characters. With the cursor "■" you may type over the characters. Press **(INS)** to change the cursor to "◀" and you may insert new characters. After making changes, press **(ENTER)** to store the new entry. To cancel any changes, press **(C-CE)** twice before pressing **(ENTER)**.

**NOTE:** If **(2nd) (ENTER)** are pressed instead of **(ENTER)** after making changes, data can be copied. (Refer to "Copying scheduled data" on page 13.)

## Deleting memos

Either a single memo or the entire memo list can be deleted.

### Deleting a single memo

For example, to delete the memo "X'mas presents list":

1. Select the MEMO mode and recall the data.

**(MEMO) (✓)**

(Press **(✓)** repeatedly until the memo item "X'mas presents list" appears.)

2. Delete the MEMO.

**(DEL)**

3. Press **(Y)**. (To retain the data, press **(N)**.)

After the deletion, the next item will appear.

**NOTE:** You can also delete individual entries from the index display. Display the index of the desired memo with **(2nd) (INDEX)**, select the memo to be deleted with the pointer "►", and press **(DEL)** and **(Y)**.

### Deleting entire memos

Refer to "Deleting all of the data in each function" on page 30.

## Rearranging memos

In the index display the order in which memos are recalled can be changed.

For example, when there are five memos stored in the order of "memo1" through "memo5", to place "memo2" after "memo4":

1. Select the MEMO mode and go to the index display.

**(MEMO) (2nd) (INDEX)**

►memo1  
memo2  
memo3  
memo4  
memo5

2. Move the pointer to the entry you want to move and specify it.

**(▼) (INS)**

("memo2" is blinking.)

memo1  
memo2  
memo3  
memo4  
memo5

3. Move "memo2" after "memo4".

**(▼) (▼)**

("memo2" is blinking.)

memo1  
memo3  
memo4  
memo2  
memo5

4. Store the new order.

**(ENTER)**

### NOTES:

- Press **(C-CE)** to cancel any changes.
- If there is any secret entry between "memo4" and "memo5" which is hidden from view by the SECRET function, "memo2" will be stored before "memo5" but not immediately after "memo4". (Refer to "USING THE SECRET FUNCTION" on page 27.)

# USING THE TO DO FUNCTION

The TO DO function is a very convenient and efficient way to keep track of things you have to do. You can easily recall a list of all the things you have to do in order of priority.

## Entering things to do

For example, if you have to “call Frank about a sales meeting”, but it is not the most important thing (priority 2), perform the steps below:

1. Select the TO DO mode.

**TO DO**

\* TO DO \*  
DESCRIPTION ?

2. Enter a description about the activity, then press **ENTER**.

3. Enter the priority.

2

Call Frank about a  
PRIORITY:2

4. Store the entry.

**ENTER**

### NOTES:

- Press **C-CE** twice to cancel the entry.
- To begin another entry, press **C-CE** or simply begin entering the description for the new entry.
- The priority can be set to any number 0-9 or letter A-Z or just left blank by pressing **ENTER**. Small letters cannot be entered.
- Order of priority is from 0-9, A-Z, then space.

## Recalling TO DO entries

TO DO entries can be recalled using:

1. Sequential search in the order of priority
2. Direct search for the first letter(s) contained in the entry
3. Keyword search for word(s) contained in the entry
4. Index display

### Sequential search

Use **▽** and **△** to step sequentially through the entries in the TO DO mode. If there are no more entries, “NOT FOUND!” is displayed.

### Direct search

In the TO DO mode, enter the letter(s) and press **▽** or **△** to search up or down for the entry. Use **▽** and **△** to recall other entries sequentially. If there is no matching entry, “NOT FOUND!” is displayed. This search is not case sensitive.

### Keyword search

In the TO DO mode, enter the keyword and press **2nd** followed by **▽** or **△**. Press **2nd ▽** or **2nd △** to recall subsequent entries containing the keyword. If there is no matching entry, “NOT FOUND!” is displayed. This search is not case sensitive.

### Using the index display

To display the index, press **2nd INDEX** in the TO DO mode.

▶	[2]	Call Frank abo
	[2]	Prepare sales
	[ ]	Go to bank!
	[ ]	Mail a bill to
	[v]	Call Smith
Priority	Item	

Use **▽** and **△** to step through pages of entries. Press **▼** and **▲** to move the pointer “▶” to select an entry, then press **ENTER** to display the details of the entry.



**NOTE:** The listing starts from the entry being displayed when you press (2nd) (INDEX), or from the first entry if you are at the initial entry display.

## Checking off completed items

For example, to check off the sales meeting preparation:

1. Select the TO DO mode and go to the index display.

(TO DO) (2nd) (INDEX)

2. Move the pointer to select the "Prepare ..." entry.

▼

3. Mark it as done.

✓

(✓) is the same key as (SMBL).)

▶[✓] Prepare sales

### NOTES:

- Entries marked with "✓" have the lowest priority.
- You can check the entry off by recalling it and pressing (✓).

## Editing TO DO items

Recall the entry you want to edit, and press (2nd) (EDIT) to enter the edit mode. Use (DEL) or (BS) to delete characters. With the cursor "■" you may type over the characters. Press (INS) to change the cursor to "⏏" and you may insert new characters. After making changes, press (ENTER) to store the new entry.

To cancel any changes, press (C-CE) twice before pressing (ENTER).

**NOTE:** If (2nd) (ENTER) are pressed instead of (ENTER) after making changes, data can be copied. (Refer to "Copying scheduled data" on page 13.)

## Deleting TO DO items

TO DO items can be deleted in three ways.

1. A single entry at a time
2. All checked entries only
3. All entries

### Deleting a single entry

Entries can be deleted one at a time either directly or through the index display. Recall the whole entry, or select the entry in the index display. Press (DEL), then (Y). (To retain the data, press (N).)

### Deleting checked entries or all of the entries

Refer to "Deleting all of the data in each function" on page 30.

# USING THE EXPENSE FUNCTION

The EXPENSE function is an easy-to-use method of tracking personal and business expense information. The expense summaries allow you to see the total expenses for a single day or for a certain period.

## Creating expense records

For example, to create an Expense record, supposing the date is March 9, 1999, and you have just bought flight tickets for a business trip for \$1,200:

1. Select the EXPENSE mode.

**EXPENSE**

```
* EXPENSE *
DATE ?
M/D/Y=11/10/1999
```

2. Store the expense date.

03 09 1999 **ENTER**

```
TUE MAR 9,1999
AMOUNT ?
```

The month and the day must be entered using two digits and the year using four digits. For single digit months or days, enter "0" before the single digit.

The date can be changed by pressing either **▼** or **▲**.

Numerical values can be input in up to 10 digits including 2 decimal places.

3. Enter the expense amount.

1200 **ENTER**

```
TUE MAR 9,1999
1,200.00
DESCRIPTION ?
```

4. Enter the description.

5. Press **ENTER**.

```
TUE MAR 9,1999
1,200.00
Flight tickets for
inspection abroad
```

### NOTES:

- Press **C-CE** to cancel the entry.
- The description field can be skipped by pressing **ENTER**.

## Recalling expense records

EXPENSE records are sorted and stored in chronological order.

Records can be recalled by:

1. Sequential search by date
2. Specifying the expense date
3. Using the index display

### Sequential search by date

In the EXPENSE mode, press **▼** or **▲** to recall records sequentially. Pressing **C-CE** **▼** or **C-CE** **▲** recalls the first or the last record, respectively.

### Specifying the expense date

Enter the date for which you want to check the expense in the EXPENSE mode, then press **▼** (do not press **ENTER**). The first record for the specified date will be displayed. Press **▼** to recall subsequent items.

### Using the index display

Expense records are listed with dates and sorted in chronological order in the index display.

Press **2nd** **INDEX** in the EXPENSE mode to display the index.

Up to five records can be displayed at a time.

```
► 3/ 9 Flight ticke
3/10 Parking
3/10 Gas
3/11 Rental car
3/12 Taxi
```

The first 12 characters of the first line of each record are displayed. Press **▼** or **▲** to move the pointer "►" down or up, or **▽** or **△** to step to the next or previous page of five records. Press **ENTER** to display details of the record.

**NOTE:** The record being displayed when **2nd** **INDEX** is pressed will appear at the top of the list. If you are at the initial entry display, the first entry for the current date will be at the top of the list. If no entry exists for that day, the closest entry after or before the day will be at the top.

## Editing expense records

Recall the expense record to be edited, and press **2nd** **EDIT** to edit the record.

To edit the record in the edit mode, use **◀**, **▶**, **▼**, **▲**, **BS**, **INS**, and **DEL**.

To clear a field data, move the cursor to the field, then press **CCE**.

After making changes, press **ENTER** to store the new entry.

To cancel any changes, press **CCE** twice before pressing **ENTER**.

**NOTE:** If **2nd** **ENTER** are pressed instead of **ENTER** after making changes, data can be copied. (Refer to "Copying scheduled data" on page 13.)

## Deleting expense records

### Deleting a single expense record

To delete a single expense record, recall the record or select it in the index display, then press **DEL**. To delete the record, press **Y**. To retain the record, press **N**.

### Deleting entire expense records

Refer to "Deleting all of the data in each function" on page 30.

## Expense summaries

A summary is a collection of records in the Expense memory. Expense summaries for a specific day and for a certain period can be displayed.

### NOTES:

- If the secret function (refer to page 27) is turned on, secret records are invisible and not included in summaries.
- If an inappropriate date is input, no calculation will be made.

### Summarizing an expense report for a specific day

1. Display the "EXPENSE REPORT".

**EXPENSE** **2nd** **EXPENSE**

```
< EXPENSE REPORT >
1:DAILY
2:PERIOD
```

2. Select "1:DAILY".

The date specified by the **CLOCK** mode will be displayed. If that date is the date desired, press **ENTER**. Otherwise, enter a date with the specified format.

3. Enter a date (March 9, 1999, for example).

03 09 1999 **ENTER**

```
-DAILY-
DATE:MAR  9,1999
1,200.00
```

4. Press **ENTER** to return to the date input display.

### Summarizing an expense report for a certain period

1. Display the "EXPENSE REPORT" by pressing **EXPENSE** **2nd** **EXPENSE**, then select "2:PERIOD".

```
-PERIOD-
FROM:  _ /  _ /  _
```

2. Enter the start date (March 9, 1999, for example).

03 09 1999 **ENTER**

3. Enter the end date (March 15, 1999, for example).

03 15 1999 **ENTER**

```
-PERIOD-
FROM:MAR  9,1999
TO :MAR 15,1999
1,415.25
```

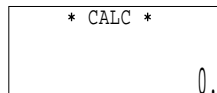
4. Press **ENTER** to return to the date input display.

**NOTE:** If the integer section in the calculation result exceeds 12 digits, "\*,\*\*,\*\*\*,\*\*\*.\*\*\*" is displayed.

# USING THE CALCULATOR FUNCTION

The Organizer's built-in calculator can perform the four arithmetic calculations with up to 12 digits.

Press **CALC/CONV** to use the calculator function. Before performing any calculation, press **C-CE** twice to clear the display.



## NOTES:

- Non-zero numbers in the memory cause "M-" to appear on the display.
- An error occurs when the integer section of the calculation result exceeds 12 digits, integer section in the memory exceeds 12 digits, or a number is divided by zero. ("E-" is displayed.)

Press **C-CE** to cancel the error.

When the integer section of the calculation is between 13 digits and 24 digits, a round number is displayed as follows:

Example of a round number

456789012345

**(X)** 789 **=** → **E-360.406530740**

**(360.406530740 × 10<sup>12</sup> = 360406530740000)**

Example	Operation	Display (answer)
12 × 3 + 5 =	12 <b>(X)</b> 3 <b>(+)</b> 5 <b>=</b>	41.
(-24) ÷ 4 - 2 =	24 <b>(+/-)</b> <b>(÷)</b> 4 <b>(-)</b> 2 <b>=</b>	-8.

Example	Operation	Display (answer)
34 ± 57 = 45 ± 57 =	34 <b>(+)</b> 57 <b>=</b> The addend becomes a constant. 45 <b>=</b>	91. 102.
68 × 25 = 68 × 40 =	68 <b>(X)</b> 25 <b>=</b> The multiplicand becomes a constant. 40 <b>=</b> For subtractions, the subtrahend becomes a constant. For division, the divisor becomes a constant.	1,700. 2,720.
What is 10% of 200?	200 <b>(X)</b> 10 <b>(%)</b>	20.
What percentage is 9 of 36?	9 <b>(÷)</b> 36 <b>(%)</b>	25.
What results from a 10% increase of 200?	200 <b>(+)</b> 10 <b>(%)</b>	220.
What is 500 after a 20% discount?	500 <b>(-)</b> 20 <b>(%)</b>	400.
$\sqrt{25 - 9} =$	25 <b>(-)</b> 9 <b>=</b> <b>(√)</b>	4.
$(4^3)^2 =$	4 <b>(X)</b> <b>=</b> <b>=</b> <b>(X)</b> <b>=</b>	4,096.
1/8	8 <b>(÷)</b> <b>=</b>	0.125
(Summation)	Clear the memory before performing any calculations 25 × 5 = 84 ÷ 3 = 68 + 17 = (Total) = <b>(CM)</b> 25 <b>(X)</b> 5 <b>(M+)</b> 84 <b>(÷)</b> 3 <b>(M-)</b> 68 <b>(+)</b> 17 <b>(M+)</b> <b>(RM)</b>	-M- 125. -M- 28. -M- 85. -M- 182.
(Temporary memory)	(14 - 3 × 2) × (52 - 35) = <b>(CM)</b> 14 <b>(M+)</b> 3 <b>(X)</b> 2 <b>(M-)</b> 52 <b>(-)</b> 35 <b>(X)</b> <b>(RM)</b> <b>=</b>	-M- 6. -M- 136.
(Constant memory)	135 × (12 + 14) = (12 + 14) ÷ 5 = <b>(CM)</b> 12 <b>(+)</b> 14 <b>(M+)</b> 135 <b>(X)</b> <b>(RM)</b> <b>=</b> <b>(RM)</b> <b>(÷)</b> 5 <b>=</b>	-M- 26. -M- 3,510. -M- 5.2

# USING THE CONVERSION FUNCTION

The Organizer supports functions to convert denominations and units into others.

## Setting the currency rate

1. Press **(CALC/CONV)** **(CALC/CONV)**.
2. To select the desired conversion display, press **(V)** or **(^)** repeatedly.
3. Press **(2nd)** **(EDIT)**.
4. Enter the conversion rate.
5. Press **(ENTER)**

Conversion display number

* CONVERSION *	1
\$ → £	0.
	0.
* CONVERSION *	2
\$ → DM	0.

### NOTES:

- To change the denomination or unit, press **(▲)** after step 3 above, then enter the new denomination or unit. Up to 7 characters can be entered for an entry.
- Up to 10 digits can be entered for a conversion rate.
- Up to 12 digits can be used for a calculation.
- Setting the currency rate is allowed only for 3 conversion displays (No.1, 2 and 3).

### Performing a conversion

1. Press **(V)** or **(^)** to select the desired conversion display.
2. Enter the amount, then use **(▶)** or **(◀)** to convert between these denominations or units.

# USING THE SECRET FUNCTION

The Secret function allows you to protect confidential data with a password so that no unauthorized person can access it. You may mark certain entries as private; displaying or modifying such data requires the password. Data can also be classified from the SCHEDULE, TEL, MEMO, TO DO, ANNIVERSARY, and EXPENSE modes.

## Registering a password

To register "1234" as the password, for example:

1. Display the password entry prompt.

**(2nd)** **(SECRET)**

SET PASSWORD  
[ \_ ]

2. Enter "1234" as the password.  
1234

3. Store the password in the memory.

**(ENTER)**

Make sure it is right!

This is the last time you will ever see the password.

PASSWORD  
[1234]  
IS NOW SET

After the password is registered, the secret function is set to operate and "S" will appear. After rechecking the password, press **(C-CE)**.

### NOTES:

- The password can contain up to 7 letters, numbers, spaces, or symbols (except **(←)**).
- If you forget the password, you will have to erase all your secret data.

- If a password has been already registered, after press **(2nd)** **(SECRET)** "ALLOW ACCESS TO SECRET DATA" will be displayed instead. Refer to "What to do if you forget the password" on page 29, and delete the previous password and all secret data.

## Encoding data as secret data and declassifying secret data

### Coding previously stored data as secret data

For example, to convert the "ABC BANK" entry in the MEMO mode to secret data:

- Recall "ABC BANK".

**(MEMO)** ABC **(V)**

- Enter the edit mode, then press **(2nd)** **(MARK\*)** to put "\*" on the display.

**(2nd)** **(EDIT)**  
**(2nd)** **(MARK\*)**

- Store this data as secret data.

**(ENTER)**

When you press **(CCE)** or any one of the other mode keys, "ABC BANK" will disappear from the display. This data is invisible unless the secret function is turned off. (Refer to "Turning off the secret function" on page 29.)

### Encoding new data as secret data

- Enter new data.
- Press **(2nd)** **(MARK\*)** before storing the data.
- "\*" is displayed.
- Press **(ENTER)** to store the data.

### Declassifying secret data by removing the secret code

Perform the steps below to declassify "ABC BANK" for example. However, note that before declassifying secret data, the secret function must be turned off. (Refer to "Turning off the secret function" described later.)

- Recall the secret data.

**(MEMO)**  
**(2nd)** **(MARK\*)**  
**(2nd)** **(V)**

ABC BANK  
\* Chicago Branch  
Account No.  
272-0011223

Only data marked with "\*" will be displayed.

Press **(2nd)** **(V)** repeatedly until the entry to be declassified appears.

- Turn off "\*".

**(2nd)** **(EDIT)**  
**(2nd)** **(MARK\*)**

ABC BANK<sup>␣</sup>  
Chicago Branch<sup>␣</sup>  
Account No.<sup>␣</sup>  
EDIT 272-0011223

- Store the data as non-secret.

**(ENTER)**

## Turning on the secret function

The secret function turns on automatically whenever the power is turned off and back on again. To turn the secret function on manually:

- Recall the secret function menu.

**(2nd)** **(SECRET)**

1:HIDE SECRET  
2:DELETE THE  
PASSWORD

- Select "1:HIDE SECRET".

1

- "SECRET DATA IS HIDDEN!" is displayed and "S" appears.

## Turning off the secret function

1. Recall the prompt to turn off the secret function.

**(MEMO)** **(2nd)**

**(SECRET)**

ALLOW ACCESS TO  
[SECRET DATA]  
[ \_ ]

2. Enter the password. ("1234" is an instance used in the previous example.)  
1234 **(ENTER)**
3. "SECRET DATA ACCESSIBLE!" appears and the secret function is turned off.

### NOTES:

- Entering an incorrect password displays "INCORRECT PASSWORD!" and initial mode screen is displayed.
- The secret function remains on after manual or automatic power off.

## Recalling secret data

Before recalling secret data, turn off the secret function. After the secret function is turned off, secret data can be recalled in the same manner as non-secret data.

To recall secret data only, perform the following steps:

1. Press **(2nd)** **(MARK\*)**.
2. Press **(2nd)** **(V)**.
3. Secret data is recalled. ("\*" is used as a keyword.)

## Deleting and changing the password

For example, to change the password "1234" to "9876":

1. Turn off the secret function.  
**(2nd)** **(SECRET)** 1234 **(ENTER)**
2. Recall the secret function menu.  
**(2nd)** **(SECRET)**

3. Select "2:DELETE THE PASSWORD".  
2

PASSWORD ?  
[ \_ ]

4. Enter the old password and delete it.  
1234 **(ENTER)**

5. To register the new password, recall the password entry prompt.  
**(2nd)** **(SECRET)**

6. Enter the new password, "9876".  
9876 **(ENTER)**

Make sure it is right!

This is the last time you will ever see the password.

PASSWORD  
[ 9876 ]  
IS NOW SET

## What to do if you forget the password

If you forget the password for the secret function, you have to delete the password. Follow the procedure below to delete the password.

**NOTE:** When you delete the password, all your secret data is also deleted.

1. Recall the miscellaneous function menu.  
**(2nd)** **(FUNCTION)**

2. Select "3:DATA DELETION" then display the second list.  
3 **(V)**

< DATA DELETION >  
1:TO DO  
2:SECRET DATA

3. Select "2:SECRET DATA".  
2

4. Press **(Y)**. (To retain the data, press **(N)**.)

# USING THE MISCELLANEOUS FUNCTION

The miscellaneous function menu supports functions for MEMORY CHECK, LCD CONTRAST, DATA DELETION, TEL FILE NAME, BACKLIGHT SETUP, DATE FORMAT, and FREE UP MEMORY.

**NOTE:** The menu screen is displayed occasionally in two separate displays. Press to display the second screen. Press to return to the initial screen.

## Checking the memory capacity

The memory check function indicates how much of the memory is in use and also the number of entries stored in the respective functions. To check the memory capacity:

1. Recall the miscellaneous function menu.

```
< FUNCTION >
1:MEMORY CHECK
2:LCD CONTRAST
3:DATA DELETION
4:TEL FILE NAME
```

2. Select "1:MEMORY CHECK".

1

```
TEL 1   :52
TEL 2   :30
TEL 3   :15

E ████ F
```

The number of entries in each function and the memory capacity graph (including unnecessary space) will be displayed. To scroll the screen, press or . To return to the menu, press .

### NOTES:

- When the memory capacity graph indicates almost 100% usage, delete unnecessary data and free up memory to make room for new entries.

- The names "TEL1", "TEL2", and "TEL3" may be altered according to the names you specified. (Refer to "Designating the filenames" on page 17.)

## Adjusting the contrast

1. Recall the miscellaneous function menu.

2. Select "2:LCD CONTRAST".

2

```
< LCD CONTRAST >
```

```
▲ -DARK
▼ -LIGHT
```

3. Press or to darken or lighten the display.

4. After adjustment, press .

## Deleting all of the data in each function

All of the data in each mode can be deleted using the miscellaneous function. For example, to delete all data for TEL1:

1. Recall the miscellaneous function menu.

2. Select "3:DATA DELETION".

3

```
< DATA DELETION >
1:TEL
2:SCHEDULE
3:MEMO
4:EXPENSE
```

3. Select "1:TEL".

1

```
< DATA DELETION >
1: TEL 1
2: TEL 2
3: TEL 3
```

4. Select "1:TEL1".

1

The names "TEL1", "TEL2", and "TEL3" may be altered according to the names you specified.

5. Press . (To retain the data, press .



**NOTE:** When the secret function is turned on, "SECRET ON MODE" will be displayed. To delete all data relating to a function, be sure to turn off the secret function. (Refer to "Turning off the secret function" on page 29.)

## SCHEDULE and ANNIVERSARY

1. Press **2nd** **FUNCTION**.
2. Select "3:DATA DELETION".
3. Select "2:SCHEDULE".
4. Select "1:SCHEDULE", "2:ANN1", or "3:ANN2".
5. Press **Y** to delete all relating data. Press **N** to cancel.

## MEMO/EXPENSE/TO DO

1. Press **2nd** **FUNCTION**.
2. Select "3:DATA DELETION".
3. Select "3:MEMO", "4:EXPENSE", or "1:TO DO". (To select "1:TO DO", press **✓**)
4. Press **Y** to delete all relating data. Press **N** to cancel. (For TO DO, deletion of all entries or all checked (done) entries can be selected.)

## SECRET

Refer to "What to do if you forget the password" on page 29.

## Determining the backlight setup

To determine the time to turn the backlight off automatically, perform the following steps:

1. Press **2nd** **FUNCTION**.
2. Press **✓** to display the following screen.
3. Select "1:BACKLIGHT SETUP".
4. Select the desired seconds using **▶** and **◀**.
5. Press **ENTER** to determine the setup.

## Setting the date format

To change the default date format to "day. month. year":

1. Recall the miscellaneous function menu.  
**2nd** **FUNCTION**.
2. Recall the second list of functions.  
**▽**
3. Select "2:DATE FORMAT".  
2

< FUNCTION >  
1:BACKLIGHT SETUP  
2:DATE FORMAT  
3:FREE UP MEMORY

< DATE FORMAT >  
▶MONTH/DAY/YEAR  
DAY.MONTH.YEAR

4. Change the date format.  
**▼**
5. Store the new setting.  
**ENTER**

< DATE FORMAT >  
MONTH/DAY/YEAR  
▶DAY.MONTH.YEAR

## Freeing up memory

Deleting or modifying data during operation can leave unnecessary space in the memory of the Organizer.

Delete unnecessary data when the memory is full and then free up memory.

1. Display the function menu.  
**2nd** **FUNCTION**
2. Display the function list on the second display.  
**▽**
3. Select "3:FREE UP MEMORY".  
3

The message "WORKING..." is displayed indicating that the memory will be freed up.

## NOTES:

- The following situations may display the message shown on the right.  
(It is recommended to press  to free up memory.)
  - When the power is turned on (except that the power is automatically turned on with the Schedule alarm).
  - When "DATA DELETION" in FUNCTION menu is selected.
- The indication "WORKING..." shown on the side of the receiving Organizer at the beginning or end of the data transmission means that the memory has begun to be freed up automatically.
- The indication "Replace the OPERATING batteries!" shown at the time of freeing up memory means that the operating batteries are almost exhausted. Replace them with new ones then try again to free up memory.
- The backlight function does not work while the memory is being freed up.

DO YOU WANT TO  
FREE UP MEMORY ?  
(Yes/No)

# USING THE OPTION FUNCTION

The Organizer can transfer data to/from SHARP Organizers and personal computers. The table below shows the models that can be connected with the Organizer, and data transfer allowed between the Organizer and model

Model connected	Direction of data transfer → : Data transferred to YO-150/YO-170 ← : Data transferred from YO-150/YO-170	Remarks
YO-150/170/470	Data can be transferred by entry or mode (file). → ←	When the Organizers are the same model, data can be trans- ferred to make backup data and it can be restored.
PC	Data can be transferred by mode (file). → ←	Data can be trans- ferred to make backup data in a PC and it can be restored. Data can be trans- ferred by entry from the PC to the Organizer.

## NOTES:

- To connect between SHARP Organizers (YO-150/170/470), the cable CE-300L (optionally available) is required. To connect the Organizer with a PC, communication software CE-490W (optionally available) is required.

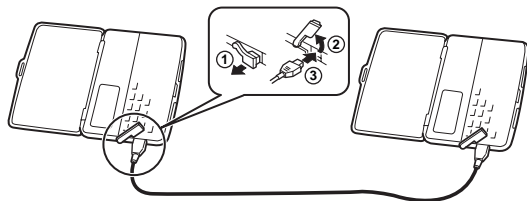
- The indication "WORKING..." shown on the side of the receiving Organizer at the beginning or end of the data transmission means that the memory has begun to be freed up automatically.
- The indication "Replace the OPERATING batteries!" shown when **(2nd)** **(OPTION)** are pressed means that the operating batteries are almost exhausted. Replace them with new ones then try again to transfer data.

## Transferring data between Organizers

A single data entry or entire data in a mode (TEL1, 2, 3/SCHEDULE/ MEMO/TO DO/EXPENSE/ANN1, 2) can be transferred between Organizers.

### NOTES:

- Turn both of the Organizers off first before connecting them with the SHARP-specific cable (CE-300L, optionally available).



- The following descriptions assume connections between the same models.
- When an error occurs, the following error message is displayed on the receiving or transmitting unit, or both the units.

```

< UNIT TO UNIT >
I/O DEVICE
ERROR !
  
```

## Transferring data by entry

To transfer an entry in a mode :

1. Display the entry to be transferred to the other Organizer on the transmitting Organizer.
2. Set the receiving Organizer to the mode in which the transmitting Organizer is entered.

3. Press **(2nd)** **(OPTION)** on both the Organizers.

The following OPTION menu is displayed.

```

< UNIT TO UNIT >
1:SEND      4:BACKUP
2:RECEIVE   5:RESTORE
3:VERIFY
  
```

4. Press **(2)** on the receiving Organizer (to select "RECEIVE").
5. Press **(1)** on the transferring Organizer (to select "SEND").
6. Data transfer is started.

Messages are displayed on the respective Organizers while data is being transferred. When these messages are no longer displayed, the data transfer is completed.

To verify data while it is transferred, select **(3)** (VERIFY) on the receiving Organizer in step 4.

## Transferring data by mode

To transfer all data in a mode:

1. Enter the mode from which data is to be transferred to the other Organizer on the transmitting Organizer.

Perform steps 2 to 6 described in "Transferring data by entry".

**NOTE:** When the secret function is turned on, an error message is displayed on the receiving or transmitting Organizer, or both the Organizers. Be sure to turn off the secret function before transferring data by mode.

## Transferring data to make backup

All data in the Organizer can be transferred to another Organizer. (The Organizers must be the same model.) To do this, perform the following steps:

1. Press **[2nd]** **[OPTION]** on both the Organizers.  
The OPTION menu is displayed.
2. Press **[5]** (or **[2nd]** **[2]**) on the receiving Organizer (to select "RESTORE").
3. Press **[4]** (or **[2nd]** **[1]**) on the transmitting Organizer (to select "BACKUP").  
A confirmation message is displayed.
4. Press **[Y]** to the confirmation on the transmitting Organizer.  
Backup data transfer is started. Messages are displayed on the respective Organizers while the data is being transferred. When these messages are no longer displayed, the backup data transfer is completed.

### NOTES:

- Press **[ON]** to abort data transmission. When backup data transfer is aborted, data already transferred to the receiving Organizer is cleared.
- When an error occurs during data transfer, press **[C-CE]** to clear the error.
- Turn off the secret function before transferring data by mode. If the secret function is turned on, data cannot be transferred by mode.
- The Backlight is turned off during data transfer. (When the Backlight is turned on, it is automatically turned off at the beginning of data transfer.)
- When "MEMORY FULL" is displayed and data transfer is aborted, delete unnecessary data on the receiving Organizer, then start the steps from the beginning.

- When the Organizers are not in the same mode before transferring data by entry or mode, "DATA ERROR!" is displayed and no data transfer is allowed.  
However, directories in the TEL mode are excluded from this rule. For example, data in the TEL1 directory can be transferred to the TEL3 directory.
- When the communication cable is disconnected during data transfer, "I/O DEVICE ERROR!" is displayed. Check that the Organizers are connected correctly, then start the steps again.

## Transferring data between the Organizer and PC

Use SHARP's Organizer Link software CE-490W (including the specific cable) for Windows 95. It enables you to transfer data between your Organizer and a PC, make a backup copy, or restore the backup into your Organizer. Use CE-490W to secure your important data or share data in the Organizer with a PC.

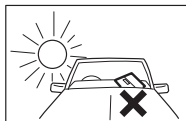
**NOTE:** SHARP's CE-490W may not be available when you purchase the Organizer. Please contact an authorized SHARP dealer for more information or call SHARP at 800-BE-SHARP.

# APPENDIX

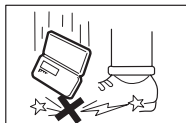
## Caring for your Organizer



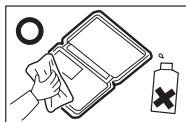
Do not carry the Organizer around in your back pocket, because sitting on it may break it. The display is made of glass and is particularly vulnerable.



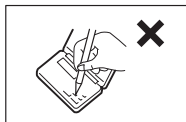
Keep the Organizer away from heat (on a car dashboard or near a heater, for example), humidity, and dust - these may cause malfunction.



Do not drop it or allow anything to hit it.



Clean it with a soft, dry cloth and use no solvents (no paint thinner or benzine, etc.).



Do not press the keys with a sharp pointed object.

- This product is not waterproof. Do not use it or store it where fluids, for example water, can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause malfunction.
- Do not carry the Organizer in your pocket or bag together with sharp or hard objects, because they may scratch the Organizer.

## When trouble occurs

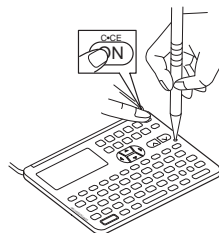
### RESET procedure

An impact or a strong external electrical field may disable the keys. The impact or external electrical field may also erase some or all of data in the Organizer's memory. In such a case, press the RESET switch with the tip of a ball-point pen or similar object, but not anything breakable (like a pencil point or needle).

### ALL RESET procedure

If a problem occurs after replacing the batteries, or if the Organizer does not function properly even after the RESET procedure above, perform the following steps:

1. While holding **ON**, press the **RESET** switch. Release the **RESET** switch first, then **ON**. The message below is displayed.



CLEAR ALL DATA

OK (Y/N) ?

2. Press **N**.

**CAUTION:** Do not press **Y** in step 2. Pressing **Y** deletes all data and resets the clock.

## Troubleshooting

If the Organizer malfunctions, go through the following checklist before sending it for repair.

Problem	Remedy
Nothing is displayed after pressing <b>ON</b> .	<ul style="list-style-type: none"> <li>Adjust the display contrast (page 30)</li> <li>Replace the batteries (page 36).</li> </ul>
Display contrast is insufficient.	<ul style="list-style-type: none"> <li>Adjust the display contrast (page 30).</li> <li>Replace the batteries (page 36).</li> </ul>
The display is too dark (symbols are displayed faintly).	Adjust the display contrast (page 30).
Keys do not beep when pressed.	Press <b>2nd</b> <b>[F1]</b> to display "F1" (page 4).
The Organizer turns on but the keyboard is frozen.	Reset the Organizer (page 35).
"MEMORY FULL" is displayed.	There is no room for the data you want to store. Delete all unnecessary data first and then free up memory (Page 31).
Alarm does not sound at the set time.	Press <b>2nd</b> <b>[Q]</b> to display "Q" (page 14).
Display dims while pressing keys.	The operating batteries are becoming weak. Replace the batteries (page 36).
The Backlight does not function.	The operating batteries are becoming weak. Replace the batteries (page 36).

## The names and zone numbers of the cities in the WORLD clock

Zone number	City	Zone number	City
1	AUCKLAND	10	MOSCOW
2	NOUMEA	11	CAIRO
3	SYDNEY	12	PARIS
3.3	ADELAIDE	13	LONDON
4	TOKYO	16	RIO DE JANEIRO
5	HONG KONG	17	CARACAS
6	BANGKOK	18	NEW YORK
6.3	YANGON	19	CHICAGO
7	DHAKA	20	DENVER
7.3	NEW DELHI	21	LOS ANGELES
8	KARACHI	22	ANCHORAGE
8.3	KABUL	23	HONOLULU
9	DUBAI	24	MIDWAY
9.3	TEHRAN		

## Replacing batteries

Batteries used in the Organizer:

Type	Model	Qty.	Use
Lithium battery	CR2032	2	Unit operation
Lithium battery	CR2032	1	Memory backup

The standard built-in clock is powered by the operating batteries.

- Do not remove both the operating and memory backup batteries simultaneously. Data in the memory is cleared.
- Be sure to write down any important information stored in memory before replacing the batteries.

If the batteries become weaker (the alarm or the key beep does not sound), the power may go off during operation or the Organizer may fail to turn on. The memory contents will still be retained by the memory backup battery. Replace the operating batteries to avoid loss or alteration of data.

### Precautions on battery use

Always replace both operating batteries at the same time. Do not use an old battery and a new one together. Use only the specified lithium batteries.

Replace the memory backup battery at least every 5 years. The original batteries were installed in the factory at the time of shipment and might be depleted before satisfying the operating time indicated in the specifications.

### Battery precautions

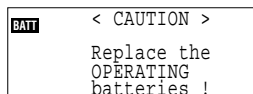
- Keep the batteries out of the reach of children.
- When batteries become weak, remove them from the Organizer immediately. If depleted batteries are left in the Organizer for any length of time, they might leak and cause corrosion inside the Organizer.
- Do not dispose of batteries by fire as they may explode.

### Operating batteries:

#### Replacement intervals for the power source batteries

When " " is displayed, the operating batteries are depleted. Press **[OFF]** to turn the power off, then turn the power back on. If the following display appears when the power is turned on, replace both operating batteries immediately:

- Do not press **[ON]** until the battery replacement procedure is completed.



### Replacing the operating batteries

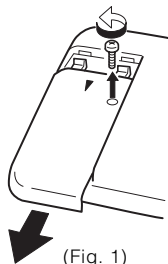
1. Press **[OFF]** to turn the power off.
2. Loosen the screw and remove the battery holder cover on the back of the unit. (Fig. 1)
3. Remove the used batteries by prying them out with a ball-point pen. (Fig. 2)

Do not use a mechanical pencil or sharp pointed object. This may break and cause damage to the mechanical pencil and/or the Organizer.

4. Install two new batteries with the (+) sides facing up. (Fig. 3)
5. Replace the holder cover and secure it with the screw.
6. Press **[ON]**.

The display will appear after approximately 3 seconds. If nothing is displayed, press the **RESET** switch on the front of the unit and press **[ON]** again.

7. Set the clock (refer to page 6) and adjust the display contrast (refer to page 30).



(Fig. 1)



(Fig. 2)



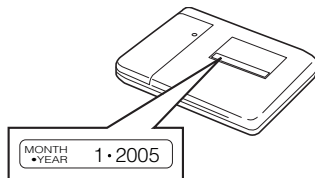
(Fig. 3)

## Memory backup battery:

### The life of the memory backup battery

The memory backup battery in your Organizer has an effective life of about 5 years under normal operating conditions. Thus, replace the memory backup battery every 5 years. After replacement, write down the date on the label of the Organizer so you know when to replace the battery next time.

For example, if you replace the battery in January 2005, write:



**NOTE:** Extremes of temperature will shorten battery life and endanger the memory information.

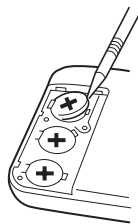
### Replacing the memory backup battery

When replacing the memory backup battery, make sure that the operating batteries are not depleted. If the operating batteries are depleted, replace these batteries before replacing the memory backup battery. If you replace the memory backup battery while the operating batteries are depleted, all of the data in the memory will be lost.

1. Press **OFF** to turn the power off.
2. Loosen the screw and remove the battery holder cover on the back of the unit.
3. Remove the memory backup battery seal.

4. Remove the used battery by prying it out with a ball-point pen. (Fig. 4)  
Do not use a mechanical pencil or sharp pointed object.
5. Install the new battery with the (+) side facing up.
6. Return the seal in place.
7. Replace the battery holder cover and secure it with the screw.
8. Press **ON**.

The display will appear after approximately 3 seconds. If nothing is displayed, press the **RESET** switch on the front of the unit and press **ON** again.



(Fig. 4)



# Specifications

<b>Model</b>	YO-150/YO-170
<b>Product name</b>	Electronic Organizer
<b>Display</b>	19 columns × 5 lines

## Electronic notebook section

<b>TEL mode</b>	Names, phone numbers, and addresses
<b>SCHEDULE mode</b>	Dates, appointment times, and details of appointments Automatic day-forward function, schedule alarm function
<b>ANN mode</b>	Dates and details of anniversaries
<b>CALENDAR mode</b>	From January 1901 to December 2099 Schedule mark function distinguishing between morning and afternoon appointments Anniversary mark function
<b>MEMO mode</b>	Everyday memos
<b>TO DO mode</b>	Items, priority assignment
<b>EXPENSE mode</b>	Expense date, amount, description and summary
<b>Memory capacity</b>	<b>YO-150</b> 64 Kbytes (User area: Approx. 62 Kbytes) SCHEDULE mode capacity: Approx. 980 entries TEL mode capacity: Approx. 1520 entries MEMO mode capacity: Approx. 450 entries

## YO-170

128 Kbytes (User area: Approx. 126 Kbytes)  
SCHEDULE mode capacity: Approx. 1990 entries  
TEL mode capacity: Approx. 3080 entries  
MEMO mode capacity: Approx. 920 entries

- The approximate entry capacities above assume the following average entry size when all memory is used by a single mode.  
The size below is available when the memory is freed up.

SCHEDULE	Description	32 characters/entry
TEL	Name	16 characters/entry
	Number	12 characters/entry
MEMO		128 characters/entry

## Maximum character string length per entry

512 characters

## Other features

Secret function, data transfer, index display

## Calculator

<b>Digits</b>	12
<b>Functions</b>	Addition, subtraction, multiplication, division, constant, square root, percent, memory calculation, etc. (With currency conversion function)

## Clock:

<b>Crystal oscillation frequency</b>	32,768 Hz
--------------------------------------	-----------

<b>Clock accuracy</b>	Average variance $\pm$ 30 seconds per month (at 25°C/77°F)
<b>Display contents</b>	Year, month, day, day of week, hours, minutes, AM/PM, city names, time zone
<b>Time system</b>	12-hour or 24-hour
<b>World clock function</b>	Display of date and time for the world cities Enable/disable control for daylight saving time display function

## Common

<b>Power</b>	Main power supply: 6V $\dashv$ (DC) lithium batteries (CR2032 $\times$ 2) Memory backup power: 3V $\dashv$ (DC) lithium battery (CR2032 $\times$ 1)
<b>Power consumption</b>	0.1W
<b>Battery life</b>	<b>Operating batteries</b> <ul style="list-style-type: none"> <li>Approx. 1200 hours When data is continuously displayed without Backlight (at 25°C/77°F).</li> <li>Approx. 300 hours When data is continuously displayed with Backlight for 2 minutes per hourly use (at 25°C/77°F).</li> <li>Approx. 270 hours When data is searched for 5 minutes, and displayed for 55 minutes per hourly use and Backlight is on for 2 minutes per hourly use (at 25°C/77°F).</li> </ul>

	<ul style="list-style-type: none"> <li>Approx. 1.5 years When turned off, and the clock is running (at 25°C/77°F).</li> </ul> <b>Memory backup battery</b> <ul style="list-style-type: none"> <li>Approx. 5 years (if operating batteries are replaced promptly when exhausted)</li> <li>Approx. 1 years (if operating batteries are exhausted or not installed)</li> </ul>
<b>Operating temperature</b>	0°C to 40°C (32°F to 104°F)
<b>Exterior dimensions</b>	
<b>Open</b>	134 (W) $\times$ 169 (D) $\times$ 9 (H) mm 5 -9/32" (W) $\times$ 6 -21/32" (D) $\times$ 11/32" (H)
<b>Closed</b>	134 (W) $\times$ 86.5 (D) $\times$ 13.6 (H) mm 5 -9/32" (W) $\times$ 3 -13/32" (D) $\times$ 17/32" (H)
<b>Weight</b>	Approx. 115g (0.26 lb.) (including batteries)
<b>Accessories</b>	Lithium batteries (CR2032 $\times$ 3: installed in the factory at the time of shipment), Operation manual

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## PRODUCT SUPPORT

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If you have read the ORGANIZER operation manual, but you still require product support, you can:

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800-BE-SHARP

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### **Send an E-mail**

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America OnLine account: SHARPWIZ

Internet account: [pdasupport@sharpsec.com](mailto:pdasupport@sharpsec.com)

### **Engage in forum discussions**

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America Online (type Keyword Sharp)

### **Fax your questions or comments**

630-378-9987

### **Write to our Customer Assistance Center**

1300 Naperville Drive

Romeoville, Illinois 60446

To: Wizard Help